



**DISTRICT FACILITIES RENTAL APPLICATION  
UNDER BOARD POLICY GKD (Local/Legal)**

**EXHIBIT A**

**SECTION A: PERSON REQUESTING FACILITY**

This is a formal request by (name of person/organization) \_\_\_\_\_

to use \_\_\_\_\_ (please specify location) for the purpose of \_\_\_\_\_

On (date) \_\_\_\_\_ at (time) \_\_\_\_\_

We are expecting \_\_\_\_\_ (please enter the number of people for the event.)

I do hereby understand that in order to process my request I'll have to comply with the following requirements:

Note: you might request the waving of these requirements checking the boxes below each one of them. Requirements can only be waived by LISD Superintendent or Designee

1. Injury and property damage insurance with a combined single limit of not less than \$1,000,000 with a \$1,000,000 aggregate (per accident or occurrence). Certificate shall indicate the facilities being requested and LISD shall be named as an additional insured for the specific day (s) requested for the event.

Are you requesting the waving of insurance requirement [ ] Yes [ ] No

**\* If applicable other insurance coverage's may be requested, these may include worker's compensation insurance, automobile insurance and professional liability**

2. Cashier's check or bank money order in the amount of \$300.00 to guarantee restoration of premises to original condition due to willful or accidental property damages.

Are you requesting the waving of deposit check [ ] Yes [ ] No

3. Cashier's check or bank money order in the amount of \$\_\_\_\_\_ to cover facility use fees, energy consumption and other operational expenses (Facilities manager will contact requester). Refer to attached rental rates section on exhibit B for details.

Are you requesting the waving of fees/operational expenses? Check [ ] Yes [ ] No

Please state main purpose of the event or any other comments, and/or request for reason of fee waiver if applicable: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If permission is granted, it is fully understood that the school district will **retain full concession rights (\*)**, will not be legally liable in anyway for any reason while the building or other facility is being used by the undersigned. Further, outside users of district facilities shall agree to restore to original condition any equipment, material, furniture, fixtures or other district property damaged during use, whether the damage was willful or accidental. School officials shall be the sole judges of the acceptability of repairs or replacements for property damages through such use. It is understood that requirements listed on section A have to be met unless the user is authorized free use of the facilities according to board policy. GKD (Local/Legal)

\_\_\_\_\_  
Name of person requesting facility      Signature      Date

\_\_\_\_\_  
Telephone/Cell      Fax      Email

(\*) rental rates and concession rights for Civic Center will adhere to specific regulations- refer to Exhibit B

**NOTE: ONCE COMPLETED FORWARD TO CAMPUS ADMINISTRATOR FOR APPROVAL.**

**SECTION B: CAMPUS PRINCIPAL/ATHLETIC DIRECTOR/LISD COORDINATOR**

I have reviewed this above request and find the date(s) indicated herein Does  Does Not  (please check one) conflict with already scheduled events.

I do hereby understand requirements such as: Security, Supervision of event, A/C extension form and custodial services will be coordinated/provided by administration on the date(s) requested

**Permission is:  Granted  Denied**

Reason for denial or other comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name      Signature      Date

**NOTE: ONCE COMPLETED SUBMIT TO FACILITIES MANAGER FOR REVIEW OF REQUESTED ITEMS BELOW.**

**SECTION C: DIVISION OF OPERATIONS DIRECTOR**

I have reviewed the above request and the following requirements have been met:  
(Check all applicable)

Evidence of certificate of insurance for event date with at least \$1,000,000.00 general liability coverage with respect to bodily injury or property damage in any one accident or occurrence

Received     Not Received

Cashier's check or bank money order in the amount of \$300.00 to guarantee restoration to original condition of facility (willful or accidental property damages)

Received     Not Received

Cashier's check or bank money order in the amount of \$\_\_\_\_\_ to cover facility fees, energy consumption and operational expenses (Refer to attached rental rates section on exhibit B for details)

Received     Not Received

**Permission is  Granted     Denied**

Reason for denial or other comments:

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: IF ALL REQUIREMENTS ARE MET, NO FURTHER ACTION IS REQUIRED.**

**IF REQUEST IS DENIED FACILITIES MANAGER WILL CONTACT REQUESTER AND WILL FORWARD DOCUMENTATION TO EXECUTIVE DIRECTOR OF PLANT FACILITIES FOR REVIEW.**

**SECTION D: EXECUTIVE DIRECTOR FOR PLANT FACILITIES AND SUPPORT SERVICES.**

I have reviewed the above request according to GKD (Local) –x and GKD (Legal) – P policies and permission to utilize the aforementioned facility is

Granted  Denied

Reason for denial and/or other comments:

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION TO BE FILLED BY ASSISTANT SUPERINTENDENT (PLANT FACILITIES) IF REQUEST DOES NOT MEET REQUIREMENTS**

- Waiving of certificate of insurance requirement:  
 Approved  Denied
- Waiving of \$300.00 deposit check requirement:  
 Approved  Denied
- Waiving of Facility/Energy/Operational Fees:  
 Approved  Denied

Reason for denial and/or other comments:

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION E: LISD SUPERINTENDENT OF SCHOOLS OR DESIGNEE**

Pursuant to information provided above, and according to district board policy GKD Local/Legal, I approve/deny the following requirements:

1) Waiving of certificate of insurance requirement:

Approved  Denied

2) Waiving of \$300.00 deposit check requirement :

Approved  Denied

3) Waiving of Facility/Energy/Operational fees:

Approved  Denied

**Permission to use the aforementioned facility is:  Granted  Denied**

Reason for denial and/or other comments:

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\_\_\_\_\_  
LISD Superintendent of Schools  
(Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: AFTER FINAL COMPLETION PLEASE FORWARD A COPY OF THIS FORM TO CAMPUS ADMINISTRATION FOR NOTIFICATION PURPOSES AND COORDINATION OF REQUIREMENTS.**

**EXHIBIT A**

**RENTAL AGREEMENT**

This agreement made and entered into by and between Laredo Independent School District, Laredo, Webb County, Texas, hereinafter called Lessor, and \_\_\_\_\_ hereinafter called Lessee.

**WITNESSETH:**

That for and in consideration of the premises and covenants, agreements and stipulations herein provided, the parties hereto agree as follows:

That Lessor does hereby let to Lessee and Lessee does hereby rent and take the following portion or portions of (campus/facility) \_\_\_\_\_, located within the Laredo Independent School District, for the prior or periods specified and with the following provisions:

**I. Rental Fee ( 4 Hours minimum rental)**

- A. Facility: \_\_\_\_\_
- B. Type of Event (Athletic/Non-athletic): \_\_\_\_\_
- C. Date(s): \_\_\_\_\_ Time \_\_\_\_\_

**Non-Athletic Event Tabulation Sheet**

Charge	Hourly fee	Hours	Total
1) Gymnasium (Elementary campuses)	\$35.00		
2) Cafeteria (Any campus)	\$35.00		
3) Kitchen (Any campus) Does not include equipment use	\$25.00		
4) Auditorium (Any Campus)	\$60.00		
5) Classroom	\$15.00		
Energy Charge (Lighting)			
Energy Charge (HVAC)			
Custodial Services	<b># of employees:</b>		
Police Officer	<b># of officers:</b>		
Security Officer	<b># of officers:</b>		
Other Charges			

<b>Total Estimated Amount (Non-Athletic Event)</b>	
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**Lighting Hourly fees: Gym (\$3.16), Cafeteria (\$1.23), Kitchen/Classroom (\$0.78), Auditorium (\$2.35)**  
**HVAC Hourly fees: Gym (\$8.47), Cafeteria (\$4.53), Kitchen/Classroom (\$1.51), Auditorium (\$7.56)**  
**Athletic Event Tabulation Sheet (facility fees include energy charges)**

Charge	Hourly fee	Hours	Total
1) Gymnasium (Middle/High)	\$50.00		
2) Athletic Field	\$250.00		
Police Officer	<b># of officers:</b>	\$42.00	
Security Officer	<b># of officers:</b>	\$19.00	
Maintenance Services	<b># of employees:</b>	\$18.00	
Ambulance Services		\$65.00	
Video Board crew		\$151.00	
Other Expenses (Game personnel)		\$314.00	
Energy Charge (Lighting) – Only special events			
Energy Charge (HVAC) – Only special events			
Custodial Services – Only Special events		\$18.00	

<b>Total Estimated Amount (Athletic Event)</b>	
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**Lighting Hourly fees: Gym middle/high (\$4.16), Athletic Field (\$40.57)**  
**HVAC Hourly fees: Gym middle/high (\$9.47), Athletic Field (\$4.75)**

**NOTES:**

- a. Minimum rental time is 4 Hours. Additional hours can be added based on specified hourly rates.
- b. Minimum rental time applies to energy and labor rates unless otherwise noted on any specific agreement.
- c. Lessee will be responsible for any damages to LISD facilities or property during the course of scheduled events.
- d. Energy fees are based on current cost of Kw/Hr and may be subject to change at any time.
- e. Checks for rental fees/deposit must be received at least 5 days prior the event.

For the sole and exclusive purpose of (event) : \_\_\_\_\_ . For the use of said premises Lessee agrees to pay to the Lessor at the sum of (\$ \_\_\_\_\_ ), to be paid as follows: \$ \_\_\_\_\_ on or before the execution of this instrument as deposit or rental, and the balance of \$ \_\_\_\_\_ on or before 4:30 p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Use of facility is subject to cancellation for non-payment.**

II. Terms and conditions and Restrictions and/or Special Service

The Lessee agrees to the following terms and conditions, restrictions and/or special service:

- A. The activities planned and performed by the Lessee will result in a non profit venture, provided that Lessee may collect a fee or charge for the use of said building from the public at large, but only in an amount which is necessary to compensate Lessee for costs incurred in the activity undertaken herein. Should any monies be collected beyond an amount necessary to compensate Lessee for the cost incurred in such activity, then all such sums will be payable to Lessor herein.

Provided further, that Lessee agrees not to sell soft drinks, food or any other concessions during their use of the herein facility, without the express written approval of the Superintendent of Schools.

- B. Under no circumstances will liquor of any kind including beer be sold or consumed by either the Lessee or any other person present at said function(s) either inside or outside the facility being used or any part of the school grounds on which said facility is located. Violation of this section will constitute enough grounds for the Lessor to terminate this contract.
- C. Smoking will not be allowing in the facility being used or in any other school facility or building.
- D. If a school function conflicts with the Lessee's activities, the school activities will have preference and the Lessee will be notified.
- E. A certificate of liability Insurance whose terms are accepted in writing by they Superintendent of Schools will be filed with school officials before the facility is used.
- F. It is understood and agreed that the terms and conditions, restrictions and/or special services provision which are attached hereto are a part of the contract, and the same are hereby incorporated herein by reference for all purposes. Lessee, by the execution of this contract, acknowledges that he/she has read such terms and conditions, restriction an/or special service provision and fully understand their meaning and effect. Use of facility is subject to cancellation for non-payment.
- G. The applicant, by signing the application and paying the required fee, shall thereby agree and undertake to save and hold blameless the District from any and all claims for damages, either personal or otherwise, that may arise out of the use of said property, whether by a member of said organization or by other



persons using or enjoying said property, without regard to whether damage, personal or other wise, is brought about or caused by the negligent operation of said property by the applicant. Liability insurance may be required at the discretion of the District.

IN WITNESS HEREOF, said Laredo Independent School District has caused these presents to be signed by its Superintendent of Schools or Designee and the Lessor has signed the same in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Contract must be signed by members or sponsor 21 years of age or over.

Lessor: Laredo Independent School District

By: \_\_\_\_\_  
Signature Date

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Lessee: \_\_\_\_\_

By: \_\_\_\_\_  
Signature Date

Entity  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Business Residence Fax

